



Minutes of Pre-Bid Conference

Lease of Continuous Forms Press, Various Sheet Fed Press Machines and Finishing Equipment with Technical and Operational Support System (PB-03-21)
17 February 2021, 2:30 P.M.

BAC Members

Mr. Dominic F. Tajon, *Chairperson*
Mr. Frederick S. Tarun, *Vice Chairperson*
Mr. Michael D. Santiago, *Member*
Ms. Josefina L. Omol, *Member*
Mr. Agapito C. Bragais Jr., *Member*

End User Representative

Mr. Eric Manalo, Production and Planning Control ("PPC") Department Representative

Prospective Bidder

1. **Ernest Printing Corporation**,
represented by Ms. Carolyn Yubontoy

Technical Working Group

Mr. Scott Atayde, *Head*
Ms. Ma. Merla D. Escobar, *Member*
Mr. Joselito Rabulan, *Member*
Ms. Carla P. Abobo, *Member*
Ms. Ednalyn S. Cortez, *Member*
Mr. Kristian Torio, *Member*
Ms. Jeacell S. Duran, *Member*
Ms. Mylah P. Domingo, *Member*

BAC Secretariat

Ms. Lea Ann M. Gamban, *Head*
Mr. RP P. Delos Reyes, *Member*
Ms. Michelle B. Martinez, *Member*
Ms. Niña Angelica A. Alinea, *Member*
Ms. Erlinda E. Diaz, *Ad-hoc Member*

I. Call to Order

- Mr. Dominic F. Tajon as BAC Chairperson presided over Lease of Continuous Forms Press, Various Sheet Fed Press Machines and Finishing Equipment with Technical and Operational Support System (PB-03-21) which started at exactly 2:35 P.M. The invocation and national anthem were led by Ms. Michelle B. Martinez and Mr. RP P. Delos Reyes, respectively.

II. Agenda

1. Introduction of Participants
2. Brief discussion of all the requirements, terms, conditions, and specifications stipulated in the bidding documents, particularly the following:
 - a. Eligibility requirements required for government bidding;
 - b. Technical specifications and other requirements for the project, and
3. Other matters

III. Certification of Quorum

- Mr. Tajon, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: "Lease of Continuous Forms Press, Various Sheet Fed Press Machines and Finishing Equipment with Technical and Operational Support System (PB-03-21)". Thereafter, he requested the Head of the BAC Secretariat to formally introduce the attendees and state whether there is a quorum to proceed with the business of the day. In response, Ms. Lea Ann M. Gamban, Head of the BAC Secretariat, confirmed that the members present constitute a quorum.

IV. Discussion

- The Head of BAC Secretariat informed the group that the Invitation to Bid (IB) was posted in the Philippine Government Electronic Procurement System (PhilGEPS), APO Website, and APO BAC Bulletin board on 9 February 2021.
- Thereafter, Ms. Gamban mentioned that in Compliance with Section 13 of the RIRR of R.A 9184 and to enhance transparency of the process, the BAC sent Letters of Invitation to act as observers to the following: (i) Commission on Audit; (ii) Philippine Printing Technical Foundation (PPTF); and (iii) Philippine Chamber of Commerce and Industry. However, no observer attended the said conference.
- Further, she mentioned that the Annual Procurement Plan (APP) for CY 2021 intends to apply the sum of Fourteen Million Pesos (**PhP 14,000,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, Mr. Tajon requested the End User representative, Mr. Eric Manalo, Staff, Production and Planning Control ("PPC") Department, to briefly discuss the technical specifications of the project and the corresponding schedule of requirements stated in Section VI and VII of the Bidding Documents.
- Mr. Tajon stated that BAC will issue the corresponding bid bulletin on or before 22 February 2021 to respond to any changes or clarifications made in writing after the pre-bid conference or any request done by the bidders not later than 19 February 2021.

V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 2:45 P.M.

Prepared by:

SGD.
MS. MICHELLE B. MARTINEZ
BAC Secretariat

Noted by:

SGD.
MS. LEA ANN M. GAMBAN
Head, BAC Secretariat

Approved by the Bids and Awards Committee:

SGD.
DOMINIC F. TAJON
Chairperson

SGD.
FREDERICK S. TARUN
Vice Chairperson

SGD.
MICHAEL D. SANTIAGO
Member

SGD.
JOSEFINA L. OMOL
Member

SGD.
AGAPITO C. BRAGAS, JR.
Member

Prepared on 19 February 2021